



# The Commonwealth of Massachusetts

Executive Office of Health and Human Services

*Health Office of Human Resources*

*600 Washington Street, 2<sup>nd</sup> floor*

*Boston, MA 02111*

DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR

JUDYANN BIGBY, M.D.  
SECRETARY

1 800-850-6968  
Fax # 617 348-5509

August 10, 2017

Dear Employees:

On October 9th, the Governor signed Chapter 359 of the Acts of 2008, a law authorizing the establishment of a Sick Leave Bank for [REDACTED] a staff member of the Dr. William A. Hinton State Laboratory Institute. The purpose of this letter is to inform you that any Department of Public Health employee can voluntarily contribute one or more sick, personal or vacation days to a Sick Leave Bank to be used solely by Gloria Phillips. The amount of time you donate will be deducted from your accrued time balances.

If you are interested in donating any of your time to this Bank, please complete the section below and forward to the attention of: Carol Cormier, Employment Services Coordinator, 305 South Street, 2<sup>nd</sup> Boston, MA 02130. If you have any questions, please feel free to contact Carol at 617-983-6206.

Sincerely,

Lana Jerome, Director of Human Resources

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SICK LEAVE BANK FOR [REDACTED]

I wish to voluntarily donate the following days to this special Sick Leave Bank. I understand this donation is voluntary and will not be returned to me if, for some reason, it is not used.

Print Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Work Location: \_\_\_\_\_

Sick days: \_\_\_\_\_

Personal days: \_\_\_\_\_

Vacation days: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: Personnel File